

NON-CONFORMANCE REPORT (NCR)

Contract No. : _____

Contractor : _____

NCR No. : _____

Revision No: _____

PART (A)

On _____ (Date/time of occurrence), a **Non-Conformance occurred on this Contract**. (Check the appropriate Quality Conformance Category).

- Non-Conformance to a Quality Conformance Requirement
- Deficient Material
- Deficient Workmanship
- Not meeting the requirements of Contract Documents

Contract Document Specification(s) and Clause(s) :

[\(Click here and enter your text\)](#)

Identify and Describe the Non-Conformance: (What is the Non-Conformance? Explain details and include Contract Document references)

[\(Click here and enter your text\)](#)

Non-Conformance Report initiated by: _____ (Print Name and Position)

_____ (Signature)

_____ (Date)

PART (B)

Cause of the Non-Conformance: (In Detail, explain what caused the Non-Conformance to occur)

[\(Click here and enter your text\)](#)

Extent of the Non-Conformance: (How much of the work is affected?)

[\(Click here and enter your text\)](#)

Proposed Corrective Action: (What do you propose to correct or mitigate the impact of the Non-Conformance? Attach additional information, as required)

[\(Click here and enter your text\)](#)

Proposed Preventative Measure: (What is the root cause of the issue and how will you prevent it from happening again? Attach additional information, as required)

[\(Click here and enter your text\)](#)

Non-Conformance Report Completed By:
(Contractor Representative)

_____ (Print Name and Position)

_____ (Signature)

_____ (Date)

Non-Conformance Report received by:
(Contract Administrator)

_____ (Print Name)

_____ (Signature)

_____ (Date Received)

cc: ~~Area Manager, Construction Contracts Engineer-~~
Contract Services Administrator
Head, Quality Assurance